

How to Apply for 3SquaresVT

Vermont's Supplemental Nutrition Assistance Program ***(Formerly Food Stamps)***

1. Apply online at www.mybenefits.vt.gov or

Fill out a paper application (make a copy for your records) and send it to:

DCF/Economic Services Division
Application and Document Processing Center
103 South Main St, Waterbury, VT, 05671-1500

To get an application, visit **www.vermontfoodhelp.com** or call
1-800-479-6151.

For help filling it out, call your local **Community Action Agency** (if you don't know the number, call **2-1-1**). Seniors can call the Senior Helpline at **1-800-642-5119**.

2. Phone Interview with a 3SquaresVT Benefits Specialist.

After processing your application, Economic Services will send you a letter in the mail requesting that you call them for an interview within 5 days. You choose a date and time for your phone interview within that 5-day time period. *You may request an appointment for a face-to-face interview if you prefer.*

3. What to have ready for your 3SquaresVT interview:

Required:

- ◆ Proof of identity (Social Security Number and personal identification)
- ◆ Proof of income (for example: pay stubs, bank statements, etc.)

Additional – to help you get the highest benefit:

- ◆ Medical expenses if you are over 60 or have a disability (for example: medical bills, premium statements, pharmacy receipts, mileage, etc.)
- ◆ Court ordered child support paid (proof of payment)



*This message is funded in part by the USDA,
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9/28/2011*



What happens after applying?

1. Processing your application

It can take up to 30 days for Economic Services to process your application. To check the status of your application, call 1-800-479-6151 (**press 1** in the automated menu or hold on the line for an agent) or go to www.mybenefits.vt.gov (and click “access my benefits”).

If you are approved for 3SquaresVT benefits, you will receive a letter in the mail telling you how much your benefit will be each month.

2. Receiving benefits

Households where everyone is a senior (65+) or receives SSI can have their benefits directly deposited into their bank account each month.

All other households will receive an EBT (Electronic Benefits Transfer) card in the mail. The card is called “Vermont Express.”

- ◆ Once you set up your PIN number, you are ready to use your card. It is accepted at most grocery stores and some farmers’ markets in Vermont and is used like a debit card.
- ◆ Benefits will be deposited onto your card on the first of each month.

3. Recertifying to continue benefits

Economic Services will contact you when it is time to review your case, which is 12 to 24 months for most households.

4. Appealing a decision

If you are denied benefits, you have the right to appeal. Call Legal Aid for assistance: 1-800-889-2047.



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